

# Understanding Overtime/Compensatory Time and the FLSA Workweek



## Overtime/Compensatory Time and the FLSA Workweek

Under the Fair Labor Standards Act (FLSA), non-exempt employees earn overtime or compensatory time at one and one-half times the amount of time physically worked in excess of 40 hours per week.

If the non-exempt employee does not physically work more than 40 hours in a workweek due to a leave request, straight overtime or compensatory time is earned for time worked outside their normal work hours.

**Note:** Follow your agency's policy regarding overtime or compensatory time.

### eSTART Examples

- Overtime or compensatory time is credited once the employee has earned 40 hours in an FLSA workweek.
- Any additional time worked is treated as regular time until the employee has earned 40 hours for the FLSA workweek.
- The FLSA workweek is Saturday to Friday.

### Normal FLSA Workweek

In a normal workweek, once the employee has worked 40 hours any additional time would then be treated as overtime or compensatory time. The example used below shows compensatory time.

Save Actions Punch Amount Accruals Comment Approvals Reports Leave													
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Mon 6/09			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00
X		Tue 6/10			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	16:00
X		Wed 6/11			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	24:00
X		Thu 6/12			8:00AM		12:00PM	12:30PM		5:00PM	8:30	8:30	32:30
X		Fri 6/13			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	40:30

TOTALS & SCHEDULE

LEAVE REPORTING PERIOD VIEW

AUDITS

All	Date	Start Time	End Time	Pay Code	Amount
	Mon 6/09	8:00AM	5:00PM		
	Tue 6/10	8:00AM	5:00PM		
	Wed 6/11	8:00AM	5:00PM		
	Thu 6/12	8:00AM	5:00PM		
	Fri 6/13	8:00AM	5:00PM		

Pay Code	Amount
REGULAR	40:00
COMP TIME EARNED 1.5	0:30

### Split FLSA Workweek

A split FLSA workweek is one where the end of the pay period occurs before Friday.

In the example below, the employee worked an extra 30 minutes on Wednesday, the 14th. Since the employee had not yet earned 40 hours for the week, the additional time is treated as regular time.

However, when the end of the pay period occurs before Friday (in this example, on Thursday the 15th) and the 40 hour threshold has not yet been reached, the additional time will continue to be treated as regular time.

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Reports

Leave

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Mon 5/12			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00
X		Tue 5/13			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	16:00
X		Wed 5/14			8:00AM		12:00PM	12:30PM		5:00PM	8:30	8:30	24:30
X		Thu 5/15			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	32:30

TOTALS & SCHEDULE

LEAVE REPORTING PERIOD VIEW

AUDITS

All

	Date	Start Time	End Time	Pay Code	Amount
	Mon 5/12	8:00AM	5:00PM		
	Tue 5/13	8:00AM	5:00PM		
	Wed 5/14	8:00AM	5:00PM		
	Thu 5/15	8:00AM	5:00PM		

Pay Code	Amount
REGULAR	32:30

## FLSA Week View

Once the 40 hour threshold has been reached for the week, the additional hours will be treated as compensatory time, even if the 40 hour threshold is not reached until the beginning of the next pay period (the 16<sup>th</sup>).

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Leave					
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative		
Mon 5/12			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00		
Tue 5/13			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	16:00		
Wed 5/14			8:00AM		12:00PM	12:30PM		5:00PM	8:30	8:30	24:30		
Thu 5/15			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	32:30		
Fri 5/16			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	40:30		

  

TOTALS & SCHEDULE	LEAVE REPORTING PERIOD VIEW	AUDITS
All		
Pay Code	Amount	
REGULAR	40:00	
COMP TIME EARNED 1.5	0:30	

  

Date	Start Time	End Time	Pay Code	Amount
Mon 5/12	8:00AM	5:00PM		
Tue 5/13	8:00AM	5:00PM		
Wed 5/14	8:00AM	5:00PM		
Thu 5/15	8:00AM	5:00PM		
Fri 5/16	8:00AM	5:00PM		

## Next Pay Period View

The comp time may also be viewed in the Next Pay Period, as below.

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Leave					
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative		
Fri 5/16			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00		
Sat 5/17											8:00		
Sun 5/18											8:00		
Mon 5/19			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	16:00		
Tue 5/20			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	24:00		
Wed 5/21			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	32:00		
Thu 5/22			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	40:00		
Fri 5/23			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	48:00		

  

TOTALS & SCHEDULE	LEAVE REPORTING PERIOD VIEW	AUDITS
Daily		
Pay Code	Amount	
REGULAR	7:30	
COMP TIME EARNED 1.5	0:30	

  

Date	Start Time	End Time	Pay Code	Amount
Fri 5/16	8:00AM	5:00PM		
Sat 5/17				
Sun 5/18				
Mon 5/19	8:00AM	5:00PM		
Tue 5/20	8:00AM	5:00PM		
Wed 5/21	8:00AM	5:00PM		
Thu 5/22	8:00AM	5:00PM		
Fri 5/23	8:00AM	5:00PM		